



**Roxann D. Wedegartner**  
Mayor

# **City of GREENFIELD, MASSACHUSETTS**

## **Department of Inspections and Enforcement**

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### **PERMIT INFORMATION GUIDE**

#### **TO CONSTRUCT AN ADDITION, ALTERATION OR RENOVATION OF A ONE-TWO FAMILY DWELLING**

A Permit is required by Massachusetts State Building Code 9<sup>th</sup> edition and Greenfield's zoning ordinance

Additions, Alterations, Renovations to One & Two Family dwellings are regulated by 780 CMR Massachusetts State Residential Code, 9<sup>th</sup> edition and Greenfield's zoning ordinance.

❖ Additions and Occupancy Use classification are subject to review and approval for zoning purposes

To obtain a permit to construct an addition, alteration, or renovation of an existing One-Two family dwelling, first, the owner or authorized agent must first file a permit application on a form furnished by the building official for that purpose. Such applications shall be complete and include the following information:

1. Completed permit application form for One & Two Family Dwellings.
  - Copies of Construction Supervisors License and Home Improvement registration for contractors. (If applicable)
  - Copy of workers compensation affidavit for contractors, sub contractors or home owner.
  - Home owner's exemption form. (If applicable)
  - Solid waste disposal form (If applicable)
1. Site / plot plan of property, site / plot plan must provide the following information but not limited to,
  - Property lines.
  - Location of existing buildings and structures, (Including swimming pool)
  - Proposed location of structure/structures, show distance to property lines.
  - Location of water & sewer lines, and other utilities (If applicable).
  - Location of On-site septic system. (If applicable)
  - Wetlands located on property. (If applicable)
2. 2 sets of construction documents for the project. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the project will conform to the provisions of 780 CMR and relevant laws, ordinances, rules and regulations. The following information must be provided but not limited to,
  - Provide dimensions of addition / elevations (If applicable)
  - Provide foundation plan and perimeter drainage. (If applicable)
  - Provide framing plan, include shear walls (If applicable)
  - Provide finished floor plan w/individual spaces labeled for their intended use,
  - If adding and/or altering any existing sleeping rooms, smoke alarms throughout the entire dwelling must be upgraded to meet current code regulations. Plans must show location placement for smoke / carbon monoxide alarms, if smoke / carbon monoxide alarms are required to be upgraded, information must be provided that indicates how each alarm device will receive their primary power, method used to interconnect devices with other alarm devices, and how they receive their backup power.
  - If there is an attached garage, must show location of heat detector and connected alarm inside the dwelling.

- Provide and show any required fire separation between dwelling unit and an attached garage. (If applicable)
- Provide and show required fire separation between dwelling units and any common space (Applicable to buildings containing two units)
- Provide occupancy and use classification for building
- Provide engineering calculations for any manufactured structural components, i.e. roof trusses, laminated beams, steel beams, etc; (If applicable)
- Provide Energy Conservation information. Show Insulation R-Value for foundation, floors, walls, and ceiling. (If applicable)
- Show any deck, porch, and attached accessory structures, i.e. garages and sheds. (If applicable)
- Show newly created or renovated bedrooms have at least one window that meets dimensions for an emergency escape and rescue opening.
- Provide information for windows and glazing located in hazardous location has tempered safety glazing. (If applicable)
- Provide details for mechanical systems. (If applicable)
  - ❖ If adding additional bedrooms, a septic plan detail must be provided that shows the on-site septic system has been designed to handle the additional bedrooms.

**INSPECTIONS REQUIRED:** Permit holder /person responsible for the work must contact the Inspections Department to arrange the following inspections;

- Footing - After foundation hole is dug, footing forms in place and ready for concrete pour. (Before concrete is poured) If required, Rebar and Bonding must be in place and bonding inspected and approved by the Wiring Inspector. (If applicable)
- Foundation – After foundation is poured, damp proofed, perimeter drain installed and foundation is ready to be back filled.
- Framing - once framing is complete, rough electrical, rough plumbing & gas inspections are complete, fire-stopping is done and prior to insulation a framing inspection is required.
- Insulation – Once insulation is installed and prior to any floors, walls, or ceilings are covered, an inspection of the insulation is required.
- Final – Once work/project is complete, final electrical, plumbing, gas and Fire inspections are complete, then a final inspection is required.

**Before a permit is issued for construction, all requirements and regulations of the City of Greenfield Zoning ordinance must be met.**

- ❖ Note; applicants should contact other city departments prior to filing for a permit to ask what regulations under their purview may apply to your project.
  - Department of Planning & Development, zoning and wetland related matters, (413)772-1548.
  - Department of Public Works, Engineering Division, Utility & Driveway access related matters, (413)772-1528 ext 6106.
  - Fire Department, Fire Prevention Officer, Fire protection system related matters, (413)774-4737 ext 1105.
  - Department of Public Health, On-site septic system and other health related matters, (413)772-1404 ext 2101.



*The City of Greenfield is an Affirmative Action/Equal Opportunity Employer,  
a designated Green Community and a recipient of the "Leading by Example" Award*